



**CATHOLIC CHARITIES**  
DIOCESE OF PALM BEACH, INC.



# VOLUNTEER ASSISTANT NEEDED

## **Job Requirements:**

- Bilingual Spanish/English (Preferred).
- Foundational knowledge of clerical duties.
- Willing to dedicate full time service in one year.
- Eager to support our Volunteer Management Program.
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**TO LEARN MORE, CONTACT  
VICKY MONGRUT**

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## **Duties:**

- Background screening & creating new volunteers files.
- Volunteer recruitment, engagement, & retention
- Volunteer recognition and appreciation.
- Scheduling, tracking, evaluating; and deployment (program placement).
- Community outreach and events

**Benefits of Service: Living allowance, nonprofit experience, health insurance, deferred student loans, education award, childcare allowance**